

# U.S. Mission to Canada Grants Program: Frequently Asked Questions

**I noticed that your grant announcement states that the program is subject to ‘funds availability’. I would like to know if funds are still available.**

Since we have a limited amount of funding for grants we are required to include this statement on the grant announcement. Once our grant funding runs out a notice is posted on the grant announcement that the program is closed.

**When should I submit a grant proposal?**

The Embassy Public Affairs Section requires at least twelve weeks before the start date of a program to draft relevant grant documents for awardees.

**What documents do I need to submit if I want to apply for a grant from the U.S. Embassy?**

Please review the checklist on the Embassy’s grants website, it includes all the documents required to submit a grant application.

**What do I need to have ready before I apply for a grant?**

Organizations will need a Dun and Bradstreet Universal Numbering System (DUNS) number to apply (individuals do not need a DUNS number). Your application will be considered incomplete unless you have a valid DUNS number. You can apply for the DUNS number free of cost at DNB.CA. It can take 24 to 48 hours for DUNS to issue you a number. You will also need a fully active SAM.gov. You will find guidance on the registration process at this link [Quick Start Guide for International Registrants](#) . SAM.gov is also free of charge.

**Do I have to complete all of the forms listed in the announcement?**

Yes. Please note that there are two versions of the SF 424 forms, one is for organizations, and one is for individuals. The other forms listed in the grant announcement must be completed by organizations and individuals and submitted with your application in order to be considered for grant funding.

**If my application is incomplete, may I add the missing information and resubmit?**

No. There are too many applications for our staff to go through. By the time an application is identified as incomplete it will likely be after the deadline submission date. Please make sure to go over your application carefully and use the checklist provided to make sure that your

application is not missing any information.

**How do I submit an application for a grant? By Fax, email, or mail?**

We only accept email submissions. You can email your application to [Ottawa-PA@state.gov](mailto:Ottawa-PA@state.gov).

**For budget purposes do you want our full budget for the program or only the part that we would like funding for?**

If you are only asking us to fund partial costs please submit only the costs you would like us to fund.

**For funding under this grant program can expenditures be “reimbursed”, or does the award have to be in place before the program begins?**

No, expenditures cannot be reimbursed. U.S. government budget rules only allow us to consider funding items that have not yet been purchased or contracted. For example, if you have already purchased plane tickets or entered into contract agreements those costs cannot be included in your application.

**Can funding be used to pay honorarium to U.S. citizens from the private sector?** Yes, as long as they are providing a service during the grant program.

**Are we allowed to charge a fee for people to attend our program/event?**

Yes. However, if you are asking us to fund the full cost of your program the entrance fee you charge will be deducted from the grant amount since it becomes program income.

**We are running a competition for best project. The prize is seed-money to the winner to help with their project, is this allowed?**

Unfortunately, speakers or participants funded by a U.S. government grant are not allowed to profit from the grant. Seed/prize money for a project is not allowed.

**One of our speakers works for the U.S. government. Can we use U.S. government grant funds to pay her/him an honorarium?**

No. We cannot pay any of the costs for U.S. government speakers since they are employees of the U.S. government. This would be considered a conflict of interest.

**When applying for a grant, should I use my organization’s officially registered name or the DBA (Doing Business As) name?**

When completing the grant application, organizations should only use their officially registered name, they should not use their DBA name or the name under which they operate.